

Bob Holden
Governor



Jacquelyn D. White
Commissioner

State of Missouri
OFFICE OF ADMINISTRATION
Post Office Box 809
Jefferson City, Missouri 65102
(573) 751-2971
<http://www.oa.state.mo.us/acct/>

James A. Carder
Director
Division of Accounting

MEMORANDUM

TO: State Agencies

FROM: James A. Carder

DATE: June 12, 2003

RE: Revised SAM II Financial Fiscal Year End Accounting Procedures

Below is a copy of the SAMII Financial Fiscal Year End Accounting Procedures memorandum that we issued to all state agencies on March 12, 2003 with revisions. Since March 12, 2003, we have addressed issues related to inventory subsystem documents and document deletion. These revisions are included in the below memorandum for your review. Please discard the March 12, 2003 memorandum that was previously sent to you and replace it with this memorandum. This revised memorandum should be shared with all individuals in your agency responsible for SAMII Financial functions.

MEMORANDUM

TO: State Agencies

FROM: James A. Carder

DATE: March 12, 2003

RE: SAM II Financial Fiscal Year End Accounting Procedures

This memorandum contains key information needed to close Fiscal Year 2003 (FY 03) and begin Fiscal Year 2004 (FY 04) for SAM II **Financial**. In this memorandum, FY 03 is referred to as the current fiscal year and FY 04 is referred to as the new fiscal year. Please share the information in this memorandum with all individuals in your agency responsible for SAM II Financial functions.

Document Transaction Cut-off Dates and Instructions

See the attached Calendar of Events for the applicable cut-off dates.

Interface and paper agency cut-off dates are generally one working day prior to the on-line agency cut-off dates to allow interface and paper agencies a day to correct any rejected documents on the Suspense File (SUSF).

All supporting documentation requiring the Office of Administration, Division of Accounting (OA/Accounting) approval must be received in OA/Accounting prior to 5:00 p.m. on applicable agency cut-off dates unless an earlier time is noted in the Calendar of Events.

All documents must have the final **agency** approval applied if OA/Accounting is the final approval by 5:00 p.m., or be in ACCPT status if the agency applies the final approval prior to 6:00 p.m. on the agency cut-off date.

Agencies may process documents requiring OA/Accounting approval after the cut-off dates published in this memorandum. However, OA/Accounting will not guarantee that documents submitted after the cut-off date will be processed before the end of June. Documentation received after the published cut-off date will be processed in date received order by OA/Accounting. During past fiscal years, OA/Accounting processed the majority of documents submitted to us after the published cut-off dates. However, due to recent budget constraints, documents submitted after the cut-off dates may not get processed prior to the end of June. Any supporting documentation remaining in OA/Accounting for documents that do not get processed prior to 6:00 p.m. on June 26, 2003 will be returned to the agency to resubmit from new fiscal year funds.

Cut-off dates for purchasing documents are included in the OA/Division of Purchasing and Materials Management's Fiscal Year End memorandum.

The SAM II Financial System will be unavailable to agencies from 6:00 p.m. on June 30, 2003 through July 8, 2003. During this time, OA will be performing fiscal year end processing tasks. If we find it necessary to extend the downtime or if we complete all the required steps earlier, we will notify agencies of the SAM II Financial System availability through the SAMII-FIN Discussion List.

OA will modify the SAM II Financial System after the nightly cycle on June 26, 2003 to prohibit agencies from approving payment (excluding Human Resources (HR) documents processed with a prefix of PR or RT and templates with a TEM prefix in a HELD status), invoice, procurement, receiver, requisition (RX, RXQ), ~~and~~ SR (Stock Requisition), Pick and Issue (PI), and Stock Confirmation (CI) documents for the remainder of June.

Payment Transaction Document Reminders

The receipt of goods and/or services is required prior to the submission of the payment request.

PVA documents that are created and **reject** during the nightly cycle on June 26, 2003 will be deleted from SUSF by OA/Accounting. Agencies are strongly encouraged to complete PVA transactions on or before the nightly cycle on June 25. If any three way match transactions must be submitted on June 26, then agencies may want to process P1 documents to ACCPT status because agencies will not have the opportunity to correct PVA or P1 documents if they reject for any reason during the nightly cycle on June 26. Any PVA or P1 document on SUSF **after the nightly cycle on June 26 on June 27,** will be deleted by OA/Accounting.

If a VIQ is not completed, enter the **actual invoice date** in the Date of Record field on payment transaction documents. If completing a VIQ, please ensure that **the actual invoice date** is entered in the Date of Record field on the VIQ. **The correct entry of this information is imperative to the accurate financial reporting of accounts payable at the end of the current fiscal year.**

Some obligations, such as utilities, have a July/August invoice date but are for services provided in June. These obligations must be included as outstanding obligations at June 30 in the State of Missouri's Comprehensive Annual Financial Report (CAFR). **Therefore, effective when the SAM II Financial System becomes available for FY 04 document processing, all agencies must enter a one-digit service fiscal year as the first digit of the description field during the months of July and August. For example, in July and August 2003, the service fiscal year digits will be 3 for FY 03 and 4 for FY 04.** If an invoice includes services for both FY 03 and FY 04, then either enter two lines for the invoice and prorate the cost based on the number of days of service in each fiscal year, or code the obligation entirely to FY 03 if the majority of the service was provided in FY 03 or code the obligation entirely to FY 04 if the majority of the service was provided in FY 04. OA/Accounting will again be distributing a CAFR request to agencies and asking the agency to verify the accounts payable amounts to be reported. The correct entry of the service fiscal year digit in the description field will provide agencies with the ability to use the Data Warehouse to verify accounts payable information and will provide a consistent statewide procedure for capturing the applicable service fiscal year.

Because agencies can use the Data Warehouse to assist with obtaining the accounts payable information, the original invoices and other supporting documentation must be sent immediately to OA/Accounting for filing and not retained at the agency to determine the accounts payable amounts. The timely filing of this documentation benefits agencies and OA because the document retrieval requests submitted by agencies, auditors, and other interested parties, can be processed in a timely manner.

Payment Transaction Document Reminders (Continued)

Agencies must ensure that all outstanding Stock Requisition (SR) documents are closed by modifying the SR document down to zero on or before June 26, 2003. These SR documents can be input again by your agency at the beginning of the new fiscal year. The ISSQ table can be used by your agency to assist with determining the SR documents that are outstanding. Any outstanding SR documents on ISSQ **after the nightly cycle on June 26, 2003**~~on June 27, 2003~~ will be modified to \$0 by OA.

Agencies must record the fiscal year, acceptance date, document type, agency number, and document number in the upper right hand corner of the original invoice.

Check (AD)/Electronic Fund Transfers (EF), Scheduled Payment Dates, and the SCHD Table

All current fiscal year payment documents must have an acceptance date or scheduled pay date of June 26, 2003 or prior. ADs and EFs for current fiscal year payment documents must be dated on or before June 30.

Any payment document on the Scheduled (SCHD) table on June 27, 2003 will be modified to zero by OA/Accounting.

If OA/Accounting modifies a payment document to zero, the agency will need to reenter the document from new fiscal year funds with a new fiscal year document number.

Document Deletion

Current fiscal year payment **(excluding Human Resources (HR) documents processed with a prefix of PR or RT and templates with a TEM prefix in a HELD status)**, procurement, invoice, **receivers, requisitions (RX/RXQ), and** Stock Requisition (SR), **Pick and Issue (PI), and Stock Confirmation (CI)** documents not in accept status by 6:00 p.m. on June 26, 2003 will be deleted by OA on June 27-30, 2003. If OA deletes a **payment** document **that needs to be processed**, the agency will **haveneed** to reenter the document from new fiscal year funds with a new fiscal year document number.

Journal Voucher Processing

The quarterly cut-off dates for correcting JVs in SAM II Financial for the remainder of the current fiscal year and new fiscal year are on the attached Calendar of Events. These quarterly cut-off dates are not applicable for deferred revenue JVs or JVPs. JVs completed for deferred revenue should be completed following the associated SAM II Financial Policies and Procedures.

JVs or JVPs to correct current fiscal year transactions that increase general revenue expenditures or decrease general revenue cash not in accept status on or before **4:00 p.m.** on June 30, 2003, will require OA/Budget and Planning's written approval prior to OA/Accounting review in July. OA/Budget and Planning approval must be in writing and submitted with the JV supporting documentation to OA/Accounting.

Journal Voucher Processing (Continued)

OA/Accounting will remove all approvals from JVs and JVPs on June 30, 2003 from **4:00 p.m.** to 6:00 p.m. OA/Accounting-HR will review the JVP documents. Agencies need to review the JV documents in July when the system is available. Agencies must ensure that the accounting period and budget fiscal year fields are completed correctly and obtain OA/Budget and Planning written approval if needed before reapplying the agency approvals.

JVs or JVPs entered or in PEND status in July charged to FY 03, must have an accounting period (13), fiscal year (03) entered in the accounting period field and budget fiscal year (03) in the BFY field if the document does **not** adjust a biennial appropriation. If the JV or JVP adjusts a biennial appropriation, then enter budget fiscal year (02) in the BFY field. If the accounting period and BFY fields are left blank, the document will default to FY 04.

Submission of JVs after the applicable cut-off date will require written justification from the agency. Justification requests based solely on the fact that the agency did not have enough time to process the JV before the cut-off date will be denied. OA/Accounting will also review the justification based on the materiality, etc. Requests not viewed as critical may be denied. If a JV processing exception is approved, the agency must submit a copy of the written exception with OA/Accounting approval with each JV that fits the criteria. If an agency does not attach a copy, OA/Accounting will reject the JV because it does not comply with the JV processing guidelines. OA/Accounting will not routinely attach the exception approval because the agency must document which JV transactions are being submitted under the exception for a clear audit trail.

See the Prior Year Adjustments section of this memorandum for more information in regard to prior fiscal year.

Accounts Receivable

CRP Documents – The last night CRP documents will generate from accepted PV documents is June 26, 2003.

Billing agencies must ensure that all CRP documents are in ACCPT status or the supporting document to request the deletion of a CRP must be received by OA/Accounting prior to 5:00 p.m. on June 27, 2003. If a deletion is necessary, the billing agency must work with the billed agencies to ensure that the supporting documentation to cancel an interagency transaction and a request for the deletion of a CRP is received by OA/Accounting prior to 5:00 p.m. on June 27, 2003.

Accounts Receivable (Continued)

Each billing agency must ensure that no CRP documents are listed on SUSF prior to noon on June 30. If any CRP documents are on SUSF at this time, please contact your Agency Customer Service Coordinator (ACSC) and your ACSC may contact OA/Accounting for assistance. This is to ensure that the revenue associated with an internal payment is reflected in the same fiscal year.

Billing agencies must review SUSF on an ongoing basis throughout the fiscal year and take immediate action on all CRP documents.

Potentially Uncollectible Receivables (PUNR) – The PUNR table will be open for agency access for part of the month of June. An agency must send supporting documentation for the write-off request to OA/Accounting by mail, fax (573-751-3832) or e-mail to OASAMIICentralAcct@mail.oa.state.mo.us the same day that the “S” is entered on the table by the agency.

Receivable (RE) – RE documents for goods or services (internal and external) provided prior to June 30 but billed after June 30, must be coded to the new fiscal year. The OA/Accounting, Financial Reporting Unit, will include all July RE documents coded in the new fiscal year as an addition to June revenue on the FY 03 CAFR.

Recurring Receivable (RERE) – There is no automated process for rolling over the RERE table entries. Agencies are reminded to use the detailed coding instructions in the SAM II Policies and Procedures manual to set these tables up in the new fiscal year.

Summary Receivable – Summary Receivable SAM II Policies and Procedures require agencies to update SAM II Financial and reconcile their legacy system to SAM II on a monthly basis unless a written exception is approved by OA/Accounting. **Agencies must have all summary receivables updated and reconciled by the end of June.**

Check Cancellations

The cut-off dates for check cancellations are on the attached Calendar of Events. Please note that there are two cut-off dates during the month of December. This is necessary due to 1099 reporting requirements. We strongly encourage agencies to forward check cancellation requests to OA/Accounting on a daily basis rather than accumulating checks and sending them occasionally.

Check cancellations received after June 26, 2003 will restore the cash (fund) balances but will **not** restore the appropriations.

Check Cancellation (CX) forms completed to cancel checks dated on or before June 30, must be on a separate CX form from checks dated on or after July 1.

Submission of CX forms after the applicable cut-off date will require written justification from the agency. The written justification must include an explanation for the late submission of the check cancellation request.

Prior Year Adjustments

Adjustments to FY 03 revenues, expenditures, etc., using a Journal Voucher (JV) document can be processed on or before 5:00 p.m. on July 18, 2003.

FY 03 adjustments after July 18, 2003 will be considered prior year adjustments and need to be coded to an open FY 04 accounting period. Please refer to the Prior Year Adjustment memorandum dated September 24, 2001 for more details.

Enforcement of Cut-off Dates and SUSF Table Clean Up

Any supporting documentation remaining in OA/Accounting for documents that do not get processed prior to 6:00 p.m. on June 26, 2003 will be returned to the agency to resubmit from new fiscal year funds.

~~Agencies must review the SUSF table and delete current fiscal year documents with a cut-off date of June 26, 2003 or prior, that are not in accept status by 6:00 p.m. on June 26, 2003 except for JV, JVP, or document templates with a TEM prefix in a held status.~~

On June 27-30, 2003, OA/Accounting will delete applicable current fiscal year documents in accordance with the quarterly and FYE SUSF clean up procedures. ~~not in accept status on SUSF except for the JV, JVP, or document templates with a TEM prefix in a held status. Please note Fixed Asset documents in Held status will be deleted.~~

OA/Accounting will continue to clean up the SUSF table on a quarterly basis during the fiscal year. However, we strongly encourage agencies to review SUSF and clean up unnecessary documents on an ongoing basis throughout the year so that the agency maintains control and is aware of all document actions. OA/Accounting will **not** notify agencies or supply agencies with the document numbers deleted during SUSF clean up.

Additional Memorandums/Instructions to be issued at a Later Date

Purchase Order Rollover Process (PORL) – OA/Accounting will issue a memorandum through the SAMII-FIN Discussion List during the first part of June to agencies detailing procedures. The OFN118R1 (Outstanding Purchase Orders for Regular Appropriations) and OFN118R2 (Outstanding Purchase Orders for Continuing Appropriations) reports will be put on MOBIUS listing the open purchase orders by appropriation type to assist agencies with the PORL process.

Agencies must ensure that all purchase orders associated with a job, project, or reporting category are modified to an open job, project, or reporting category or cancelled prior to closing the job, project, or reporting category throughout the year to assist with the PORL process.

Additional Memorandums/Instructions to be issued at a Later Date (Continued)

~~Purchase Order Rollover Process (PORL) (Continued)~~—OA/Accounting will issue PORL guidelines to the agencies during late May or early June. OA/Accounting monitors agency compliance in regard to the PORL guidelines. If an agency does not comply with the guidelines distributed for the current fiscal year, then the agency will be denied the opportunity to use the PORL process at the end of the new fiscal year.

Federal Aid Inference Table (FAIT) – OA/Accounting will distribute instructions for the set up of the FAIT FY 04 table entries to the agencies no later than the end of May. The guidelines will require an agency to request, complete, and return an Excel spreadsheet to OASAMIICentralAcct@mail.oa.state.mo.us. The FAIT table spreadsheets will be uploaded prior to the system being available for new fiscal year processing.

Potentially Uncollectible Receivables (PUNR) – See the Accounts Receivable section for details regarding the PUNR table.

Recurring Payment Voucher Table (REPV) – Guidelines for the set up of the REPV new fiscal year table entries will be sent to agencies in early to mid-May. The guidelines will require an agency to request, complete, and return an Excel spreadsheet to OASAMIICentralAcct@mail.oa.state.mo.us. The REPV table spreadsheets will be uploaded prior to July 22, 2003.

Reporting Category Table (RPTG) – Table entries for the new fiscal year are currently on the RPTG table and agencies may update the data as necessary. Please refer to the OA/Accounting-HR Fiscal Year End Memorandum for payroll related entry requirements on the RPTG that **must** be on the table prior to June 30.

Document Numbering Reminders

Agencies must follow the Document Numbering Policy and Procedures as detailed in the SAM II Policies and Procedures, SAM II System Navigation (D), Documents, Document Numbering. See Policies, Overview and Document Numbering by Transaction Table.

Index of Appropriations

The new fiscal year Index of Appropriations will be available approximately July 9, 2003. Each section of the Index will be sorted first by house bill section, fund, and appropriation unit. It will provide a short description of each appropriation as it is generated from the SAM II Budget System.

Policies and Procedures/Chart of Accounts Updates

Updates are completed and posted to the Intra-Net. An e-mail notice is sent to the SAMII-FIN Discussion List. If an individual in your agency needs this information and is not a member of the SAMII-FIN Discussion List, he/she may become a member by signing up on <http://modocs.intra.state.mo.us/modocs/lists.html>.

Reappropriation Processing

Reappropriation processing will occur while the SAM II Financial System is unavailable to the agencies for the completion of fiscal year end processing tasks. The appropriation balances per House Bills 21 and the SAM II Financial System will be used to determine the FY 03 amounts to be reappropriated.

Reference Table Additions

Additions, deletions, and changes for all new fiscal year codes must be submitted by May 16, 2003 to Michelle Cassidy through e-mail (cassim@mail.oa.state.mo.us) or ad hoc routing.

Workflow Updates

Additions, deletions, or changes to the rollups of new fiscal year organization codes may require updates to your agency's Workflow rules. Please ensure that any changes to your SAM II Financial Workflow rules for FY 04 organization code changes are submitted by May 5, 2003. Requests should be signed by your agency's Workflow Coordinator and submitted to OA/Division of Information Services/Systems & Programming, Harry S Truman Building, Room 280, Attn: Financial Support.

Please have the requests prepared with appropriate effective dates. "FYE" in the Justification/Comments would also be helpful.

If you have any SAM II Financial Workflow questions, please have your Workflow Coordinator contact OA/Division of Information Services/Systems & Programming's Financial Helpdesk. The phone number is 522-1500, Option 1. The e-mail address is Financial@mail.oa.state.mo.us.

Questions

If you have any questions in regard to the information supplied in this memorandum, please contact your Agency Customer Service Coordinator. The Agency Customer Service Coordinator may contact the OA/Accounting Agency Customer Service Coordinators desk when necessary.

JAC:VH:vs
Attachment

**OFFICE OF ADMINISTRATION
DIVISION OF ACCOUNTING
Calendar of Events
for the
Termination of Fiscal Year 2003
and
Beginning of Fiscal Year 2004**

Statewide Cut-off Date	Explanation of Statewide Cut-off
April 30, 2003	Supporting documentation for JVs for original transaction documents accepted during the period of January-March 2003 must be received by OA/Accounting by 5:00 p.m. JVs must have all agency approvals applied prior to submitting the supporting documentation to OA/Accounting.
April 30, 2003	Check Cancellation (CX) form(s) for checks dated January-March 2003 must be received by OA/Accounting by 5:00 p.m.
May 5, 2003	FY 04 SAM II Financial Workflow rules for FY 04 organization code are due in OA/Division of Information Services/Systems & Programming.
May 15 - July 11, 2003	Complete the Excel spreadsheet that lists REPV transactions according to the guidelines distributed by OA/Accounting and return to OASAMIICentralAcct@mail.oa.state.mo.us so that REPV records are created for FY 04. OA/Accounting must receive the spreadsheets prior to 5:00 p.m. on July 11, 2003. Note: OA/Accounting will distribute guidelines to agencies on or before May 15, 2003 to assist agencies with the completion of the spreadsheet for FY 04.
May 16, 2003	FY 04 SAM II Reference Table additions, deletions, and changes for Codes are due in OA/Accounting.
June 6, 2003	Last day to send an e-mail to OASAMIICentralAcct@mail.oa.state.mo.us requesting an Excel spreadsheet that lists all the REPV transactions currently on the table for the agency.
June 2-20, 2003	Review receivables on the Potentially Uncollectible Receivables (PUNR) table and enter an "S" in the write-off indicator field. Agency must send supporting documentation for the write-off request by mail, fax (573-751-3832) to OA/Accounting or e-mail to OASAMIICentralAcct@mail.oa.state.mo.us for approval to OA/Accounting the same day that the "S" is entered on the table by the agency.
June 2-27, 2003	Purchase Order Roll Over (PORL) table will be open for agency access. Note: OA/Accounting will distribute instructions on how to set the PORL table and post reports OFN118R1 and OFN118R2 to MOBIUS on or before June 2.

**OFFICE OF ADMINISTRATION
DIVISION OF ACCOUNTING
Calendar of Events**

Statewide Cut-off Date	Explanation of Statewide Cut-off					
June 13, 2003	Payment transaction documents requiring Division of Design and Construction (D&C) approval due in D&C by 5:00 p.m. to ensure payment from capital improvement FY 03 accounts.					
June 13, 2003	Send Excel spreadsheet to OASAMIICentralAcct@mail.oa.state.mo.us for FY 04 FAIT table upload by 5:00 p.m. Note: OA/Accounting will distribute guidelines detailing how to complete this Excel spreadsheet to agencies on or before May 31, 2003.					
June 19, 2003	Interface and paper agency cut-off date for submission of the following FY 03 transaction documents: <table><tr><td>MP/PVV</td><td>PVQ</td></tr><tr><td>PVE</td><td>PVS</td></tr></table>	MP/PVV	PVQ	PVE	PVS	
MP/PVV	PVQ					
PVE	PVS					
June 20, 2003	On-line agency cut-off date for submission of the following FY 03 transaction documents: <table><tr><td>MP/PVV</td><td>PVQ</td></tr><tr><td>PVE</td><td>PVS</td></tr></table>	MP/PVV	PVQ	PVE	PVS	
MP/PVV	PVQ					
PVE	PVS					
June 20, 2003	The Potentially Uncollectible Receivables (PUNR) table will close to agency access at 5:00 p.m. Write-off (WO) documents will generate during the nightly cycle on June 23, 2003. The WO documents will be approved by OA/Accounting prior to 5:00 p.m. on June 26, 2003.					
June 24, 2003	Interface and paper agency cut-off date for submission of the following FY 03 transaction documents: <table><tr><td>P1</td><td>PVA</td><td>RG</td><td>RC SR</td><td>VIQ</td></tr></table>	P1	PVA	RG	RC SR	VIQ
P1	PVA	RG	RC SR	VIQ		
June 24, 2003	On-line agency cut-off date for submission of the following FY 03 transaction documents <table><tr><td>SR</td></tr></table>	SR				
SR						

**OFFICE OF ADMINISTRATION
DIVISION OF ACCOUNTING
Calendar of Events**

Statewide Cut-off Date	Explanation of Statewide Cut-off																												
June 25, 2003	On-line agency cut-off date for submission of the following FY 03 transaction documents: <table><tr><td>PI</td></tr></table>	PI																											
PI																													
June 26, 2003	On-line agency cut-off date for submission of the following FY 03 transaction documents: <table><tr><td>CIP1</td><td>P1PVA*</td><td>PVA*RG</td><td>SRRC</td><td>VIQ</td></tr></table> <p>* PVA documents that are created and reject during the nightly cycle on June 26th will be deleted from SUSF by OA/Accounting. Agencies will not have the opportunity to correct these documents and must be resubmitted by the agencies from FY 04.</p>	CIP1	P1PVA*	PVA*RG	SRRC	VIQ																							
CIP1	P1PVA*	PVA*RG	SRRC	VIQ																									
June 26, 2003	Review of SUSF by agencies. Agencies must have all FY 03 documents, unless it is a JV, JVP, or a document template with a TEM prefix in held status, in accept or delete status by 6:00 p.m.																												
June 26, 2003	Check Cancellation (CX) form(s) for checks dated April-June 2003 must be received by OA/Accounting by 5:00 p.m. to restore both the appropriation and cash.																												
June 26, 2003	Interface and paper agency cut-off date for submission of the following FY 03 transaction documents: <table><tr><td>AL</td><td>FM</td><td>PJ</td><td>TA</td></tr><tr><td>AP</td><td>FX</td><td>PJR</td><td>TB</td></tr><tr><td>AR</td><td>JB</td><td>PX</td><td></td></tr><tr><td>CR</td><td>JBR</td><td>PZ</td><td></td></tr><tr><td>CRQ</td><td>JG</td><td>RB</td><td></td></tr><tr><td>EB</td><td>NF</td><td>RE</td><td></td></tr><tr><td>EB2FT</td><td>OG</td><td>RM</td><td></td></tr></table>	AL	FM	PJ	TA	AP	FX	PJR	TB	AR	JB	PX		CR	JBR	PZ		CRQ	JG	RB		EB	NF	RE		EB2FT	OG	RM	
AL	FM	PJ	TA																										
AP	FX	PJR	TB																										
AR	JB	PX																											
CR	JBR	PZ																											
CRQ	JG	RB																											
EB	NF	RE																											
EB2FT	OG	RM																											
June 27, 2003	PORL table agency access closed at 5:00 p.m.																												

**OFFICE OF ADMINISTRATION
DIVISION OF ACCOUNTING
Calendar of Events**

Statewide Cut-off Date	Explanation of Statewide Cut-off																		
June 27, 2003	Last day for agencies to request Manual Warrants (MW). MW requests must be pre-approved by OA/Accounting and the associated payment vouchers in accept status prior to 10:00 a.m.																		
June 27-30, 2003	Current fiscal year payment (excluding Human Resources (HR) documents processed with a prefix of PR or RT), procurement, invoice, receiver, requisition (RX/RXQ), Stock Requisition (SR), Pick and Issue (PI), and Stock Confirmation (CI) documents not in accept status by 6:00 p.m. on June 26, 2003 will be deleted by OA on June 27-30, 2003. OA/Accounting will delete any FY 03 documents except JV, JVP, or An exception to this criterion is that document templates with a TEM prefix in held status will not be deleted. , prior to SAM II Financial coming back up in July. OA/Accounting will not notify agencies or supply agencies with the document numbers deleted.																		
June 27, 2003	All CRP documents must be in ACCPT status prior to 6:00 p.m. or supporting documentation to request the deletion of a CRP must be received by OA/Accounting prior to 5:00 p.m. Note: The last night CRP documents will generate from accepted PV documents is June 26.																		
June 27-30, 2003	Fixed asset, accounts receivable (except for June 2003 revenue billed after June 30, 2003), deferred revenue, and other liability transactions must be reconciled prior to 6:00 p.m. This includes the completion and acceptance of all fixed asset documents associated with FY 03 acquisitions and dispositions.																		
June 27, 2003	Interface and paper agency cut-off date for submission of the following FY03 transaction documents:																		
	<table><tr><td>CRQ</td><td>FX</td><td>JC</td><td>PJR</td><td>PZ</td><td>TB</td></tr><tr><td>EB2</td><td>JB</td><td>PA</td><td>PT</td><td>RB</td><td></td></tr><tr><td>FM</td><td>JBR</td><td>PJ</td><td>PX</td><td>RE</td><td></td></tr></table>	CRQ	FX	JC	PJR	PZ	TB	EB2	JB	PA	PT	RB		FM	JBR	PJ	PX	RE	
CRQ	FX	JC	PJR	PZ	TB														
EB2	JB	PA	PT	RB															
FM	JBR	PJ	PX	RE															
	NOTE: We will interface these document types for agencies on June 30. However, if any documents reject, agencies will not have the opportunity to correct the documents and the rejected documents will be deleted from SUSF prior to the system coming up for new year processing.																		

**OFFICE OF ADMINISTRATION
DIVISION OF ACCOUNTING
Calendar of Events**

**Statewide
Cut-off Date**

Explanation of Statewide Cut-off

June 30, 2003

On-line agency cut-off date for submission of the following FY 03 transaction documents:

AL	EB2	FT	NF	PT	TA
AP	FA	FX	OC	PX	TB
AR	FB	IA	PA	PZ	TI
CI	FC	JB	PB	RB	TR
CR	FD	JBR	PI	RE	TV
CRQ	FM	JC	PJ	RM	
EB	FS	MN	PJR	SN	

June 30, 2003

Summary receivable policy and procedures require agencies to update the SAM II system and reconcile their legacy system to SAM II on a monthly basis. Agencies must have all summary receivables updated and reconciled by 6:00 p.m.

June 30, 2003

SAM II Financial unavailable to agencies at 6:00 p.m.

July 1, 2003

Beginning of FY 04.

July 9, 2003

SAM II Financial available for agency access.

July 9, 2003

FY 04 Index of Appropriations available for agency use.

July 9, 2003

FY 04 FAIT (Federal Aid Inference Table) available for agency review.

July 11, 2003

REPV (Recurring Payment Voucher) spreadsheets are due in OA/Accounting prior to 5:00 p.m. **Note:** Send spreadsheets electronically to OASAMIICentralAcct@mail.oa.state.mo.us.

July 11, 2003

Projected first check date in July.

July 18, 2003

Supporting documentation for JVs where original transaction documents accepted during the period of April-June 2003 must be received by OA/Accounting by 5:00 p.m. JVs must have all agency approvals applied prior to submitting the supporting documentation to OA/Accounting. **Agencies must obtain prior written approval from OA/Budget and Planning for JVs increasing General Revenue expenditures or decreasing General Revenue cash prior to OA/Accounting applying any approvals.**

**OFFICE OF ADMINISTRATION
DIVISION OF ACCOUNTING
Calendar of Events**

Statewide Cut-off Date	Explanation of Statewide Cut-off
July 18, 2003	Check Cancellation (CX) form(s) for checks dated April-June 2003 must be received by OA/Accounting by 5:00 p.m. Cash only will be restored. Note: Check Cancellations for checks issued in FY 03 will be accepted after this cut-off date but will require written justification.
July 31, 2003	Receivable (RE) documents for goods or services (internal and external) provided prior to June 30 but billed after June 30, must be coded to FY 04 and in accept status by 6:00 p.m.
July 31, 2003	Close FY 03 to statewide document processing. Close July FY 04.
October 31, 2003	Supporting documentation for JVs where original transaction documents accepted during the period of July-September 2003 must be received by OA/Accounting by 5:00 p.m. JVs must have all agency approvals applied prior to submitting the supporting documentation to OA/Accounting.
October 31, 2003	Check Cancellation (CX) form(s) for checks dated July-September 2003 must be received by OA/Accounting by 5:00 p.m.
December 12, 2003	Check Cancellation (CX) form(s) for checks dated October-November 2003 must be received by OA/Accounting by 5:00 p.m.
December 26, 2003	Check Cancellation (CX) form(s) for checks dated December 1-19, 2003 must be received by OA/Accounting by 5:00 p.m.
January 9, 2004	Check Cancellation (CX) form(s) for checks dated December 19-31, 2003 must be received by OA/Accounting by 5:00 p.m.
January 30, 2004	Supporting documentation for JVs where original transaction documents accepted during the period of October-December 2003 must be received by OA/Accounting by 5:00 p.m. JVs must have all agency approvals applied prior to submitting the supporting documentation to OA/Accounting.
April 30, 2004	Supporting documentation for JVs where original transaction documents accepted during the period of January-March 2004 must be received by OA/Accounting by 5:00 p.m. JVs must have all agency approvals applied prior to submitting the supporting documentation to OA/Accounting.

**OFFICE OF ADMINISTRATION
DIVISION OF ACCOUNTING
Calendar of Events**

<u>Statewide Cut-off Date</u>	<u>Explanation of Statewide Cut-off</u>
April 30, 2004	Check Cancellation (CX) form(s) for checks dated January-March 2004 must be received by OA/Accounting by 5:00 p.m.
July 16, 2004	Supporting documentation for JVs where original transaction documents accepted during the period of April-June 2004 must be received by OA/Accounting by 5:00 p.m. JVs must have all agency approvals applied prior to submitting the supporting documentation to OA/Accounting.
July 16, 2004	Check Cancellation (CX) form(s) for checks dated April-June 2004 must be received by OA/Accounting by 5:00 p.m.